

Thomas the Baker.
Coronavirus-19 General Workplace Safety Risk Assessment.
Review Date – April 2020.

What are the hazards	Who might be harmed	Controls required	Additional controls	Action by who	Action by when	Done
Spread of Coronavirus	Staff Visitors to our premises Cleaning Contractors External Delivery Drivers Vulnerable groups - Elderly Pregnant workers those with existing underlying health conditions Anyone else who physically comes in contact with you in relation to our business	Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. Drying of hands with disposable paper towels. Staff encouraged to protect the skin by applying emollient cream regularly Gel sanitisers in any area where washing facilities not readily available	Teams to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues. Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Encourage staff to report any problems caused by frequent hand washing. To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice available at https://www.gov.uk/coronavirus Checks will be carried out by Shop and bakery Managers to ensure that the necessary procedures are being followed.			

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		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre gap recommended by the Public Health Agency Taking steps to review work schedules including start & finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient rest breaks for staff.</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Respiratory protective Equipment</p>	<p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it.</p>			
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		<p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.</p> <p>External Delivery Drivers and Contractors. To use the same controls as set out for our own teams.</p> <p>Mental Health</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>Internal communication messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation. channels via memos, briefings and shop floor discussion</p>			
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		<p>We will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help.</p> <p>Vulnerable Groups. Where government guidance requires self-isolation is necessary, homeworking should be considered.</p>	<p>Regular communication of mental health information and open door policy for those who need additional support.</p> <p>Regular communication to be established with those working from home on vulnerable groups and those furloughed to ensure sufficient support is in place for both physical and mental wellbeing.</p>			
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